

**UNITED STATES DEPARTMENT OF AGRICULTURE**

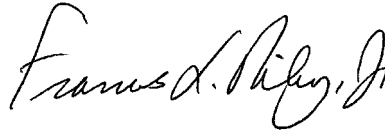
Farm Service Agency  
Washington, DC 20250

**Notice AS-2066**

**For:** FAS, FSA, and RMA Offices

**Purchase Requests for End of FY 2003 and Renewals for FY 2004**

**Approved by:** Acting Deputy Administrator, Management



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**1 Overview**

**A Purpose**

This notice provides:

- cutoff dates for submitting FY 2003 purchase requests and FY 2004 equipment lease and maintenance agreements that:
  - exceed the State Office Contracting Officer's warranted authority
  - are within the dollar values of subparagraph 2 A
  - are for offices directly supported by MSD, Acquisition Management Branch
- procedures for submitting purchase requests for renewal of annual orders.

**B Contact**

If there are any questions, contact Scott Cook, MSD, at 202-720-7349.

| Disposal Date    | Distribution   |
|------------------|--|
| November 1, 2003 | All FAS, FSA, and RMA Offices; State Offices relay to County Offices |

## Notice AS-2066

### 2 Action

#### A Submitting End of FY 2003 Purchase Requests

Submit all end of FY 2003 purchase requests to MSD by the following cutoff dates.

| Type of Request         | Dollar Value                               | Cutoff Date                       |
|-------------------------|--|-----------------------------------|
| All requests            | \$0 through \$10,000                       | September 5, 2003                 |
| Competitive requests    | Exceeding \$10,000, but not over \$25,000  | August 22, 2003                   |
|                         | Exceeding \$25,000, but not over \$100,000 | August 8, 2003                    |
| Noncompetitive requests | Exceeding \$25,000, but not over \$100,000 | July 25, 2003                     |
| All other requests      | Exceeding \$100,000                        | Processed on a case-by-case basis |

Purchase requests submitted after the applicable cutoff date will be processed on a first-in, first-out, best effort basis.

#### B Submitting FY 2004 Renewal Requests

Submit all FY 2004 purchase requests for renewal of annual orders, exceeding the Contracting Officer's warranted authority, to MSD as indicated in subparagraph A.

Orders approved before the availability of FY 2004 funding shall be based upon the availability of funding for FY 2004. Modifications concerning the availability of funds will be issued as appropriate.

#### C Submitting Subscription Renewals

Submit all purchase requests for renewal of subscriptions, such as newspapers and magazines, which requires MSD procurement action, to MSD no later than 30 calendar days before the required renewal date. Purchase requests received with less than 30 calendar days notice will be handled on a best effort basis.